

CITY OF LOMA LINDA SENIOR CENTER BOARD MINUTES OF SEPTEMBER 20, 2005

A Regular meeting of the Senior Center Board was called to order by Chair Mary Lynn Cooke at 3:03 p.m. on Tuesday, September 20, 2005, in the Senior Center at 25571 Barton Road, Loma Linda.

Members Present: Ms. Mary L. Cooke, Chair; Mr. Elmer Digneo; Mr. Jeff Samuels, Jerry L. Pettis Memorial Veterans Medical Center; Mrs. Valerie Husbands; Mr. Jin Long Koh; Ms. Vivi Burns; Dr. Reinhold Trupp; and Mr. Ric Revel.

Members Absent: None

Staff: Deborah Woldruff, Director, Community Development Department
Jarb Thaipejr, Director, Public Works Department
Jocelyne Larabie, Administrative Secretary, Community Dev. Dept.

Guest: Sheila Umeda, Social Worker Volunteer
George Pendered, Volunteer
Rudy Szutz, Volunteer
Carole Cooper, Resident

ORAL REPORTS/PUBLIC PARTICIPATION – Non-Agenda items (LIMITED TO 3 MINUTES FOR EACH SPEAKER)

There was no public participation.

APPROVAL OF MINUTES

Board Member Husbands pointed out minor corrections to the text of the minutes.

Motion by Digneo, seconded by Husbands, and unanimously carried to approve the Minutes of July 19, 2005, as amended.

DISCUSSION ITEMS

Report by Public Works Department

Director Thaipejr reported on the following issues:

- Keyless entry to the Senior Center was installed and will become fully operational in a few days. Members discussed the issuance of card keys for volunteers;
- The new stand alone freezer had been purchased and delivered to the Senior Center.

Mr. Thaipejr informed the Board that he obtained a quote of \$25,000 for the glass partition that would divide the multi-purpose room into four separate spaces and stated that the City Manager suggested that a request be forwarded to the City Council to obtain authorization to continue with the project. A discussion ensued regarding the size of the spaces that would be created,

along with the uses that the Board had envisioned during the planning stages of the Center. Board Member Trupp suggested that heavy drapes for a cost savings be hung from the ceiling to mitigate the noise issue in the event that several activities were taking place at the same time. Following further discussion, the item was tabled until the next meeting.

Report by Community Development Director

Director Woldruff reported that the job description for the new Program Director position had not been finalized. She added that she would work with the City's Personnel Officer to formulate a job description using samples they had received from other senior centers. Ms. Woldruff stated that she would present the text at the next Board meeting.

Sub-committee Reports

- Volunteer Program Report

Board member Husbands reported that three new volunteers had been added to the roster. She also pointed out an article highlighting one of the volunteers, Ms. Natalia Ballard in the Chamber of Commerce newspaper.

- Regional Council on Aging (RCA)

Volunteer George Pendered informed the Board that he had been unavailable for the meeting and therefore he had no report.

Request for the use of the Senior Center by the Ukulele Club on May 2, 2006 for their annual Ukulele festival

Jocelyne Larabie reported that she had received a request from the Loma Linda Strummers to use the Senior Center for a full day on May 2, 2006 for their annual Ukulele Festival. A discussion ensued regarding previous festivals and the concerns regarding parking for the large number of people attending and participating in the event.

Motion by Burns, seconded by Husbands, and carried by a vote of 4-1 with two abstentions to approve the request by the Loma Linda Strummers for the use of the Senior Center on Tuesday, May 2, 2006 from 9 a.m. to 5 p.m. for their annual festival subject to the organizers obtaining authorization for parking at the LLUMC East Campus lot or in a location separate from the Civic Center by January 31, 2006 or providing an alternate parking plan to the Senior Center Board.

Request for the use of the Senior Center by the Loma Linda Lopers as a meeting place on Sunday mornings from 5 a.m. to 12 p.m. until April 1, 2006

Director Woldruff reported to the Board that the Loma Linda Lopers had requested that the item be withdrawn from the agenda, as they were in negotiations with the Drayson Center for the use of their facility instead.

Board Member Digneo commented that he was relieved that the group had withdrawn their request stating that because of the size of the group he was concerned about the wear and tear on the building.

Discussion of miscellaneous issues related to the Senior Center

- Report on the Arts & Crafts Fair

Jocelyne Larabie reported that there had been no Arts & Crafts fair in July and August. She added that staff had polled the vendors who normally participated in the Fair to gauge their availability for a Fair in September and the vendors stated that it was too short notice; therefore she suggested that the next Fair be scheduled for October 23, 2005. She added that this would also allow staff more time to advertise the event. It was the consensus of the Board that the next Arts & Crafts Fair be held on Sunday, October 23, 2005.

Board Member Burns requested to be notified of all Senior Center events and activities as soon as they scheduled so that she could incorporate the dates in the "Just for Seniors" quarterly newsletter. Ms. Larabie stated that she would make every effort to do so.

- Reports by Senior Center Board Members

Mr. Digneo asked what the Senior Center Board could do to work with the Red Cross in the event of a disaster such as Hurricane Katrina. A discussion ensued that resulted in the item being placed on the next agenda. Staff was directed to request a report from the Fire Department or the Emergency Planning Committee.

Mr. Szutz, volunteer at the Senior Center reported that he had been approached by the Ukulele group with a request to purchase an additional microphone for their weekly meeting because the group was getting larger and the current equipment was limited. He explained that Mr. Revel who was also a Board member indicated that the cost of the microphone would be \$99 plus tax. A brief discussion ensued and the following was made:

Motion by Digneo, seconded by Trupp, and carried by a vote of 7-0, with Mr. Revel abstaining, to authorize the purchase of an additional cordless microphone for the Senior Center sound system at a cost of \$99 plus tax.

- Report by Sheila Umeda on Senior Needs Survey

Sheila Umeda, Volunteer Social Worker gave an account regarding the status of the needs survey discussed at previous meetings. She explained that she was working in coordination with the "Just for Seniors" group, who had agreed to include the survey, which would be accompanied by a letter explaining the reason for the survey and assurances that the mailing list would not be sold or used for any other purpose in their newsletter. She continued to say that ACTS would also assist in distributing the survey by providing a copy to the 50 recipients of their Meals on Wheels program.

Ms. Umeda reported that a mock survey had been performed where the volunteers completed the survey and noted what they thought of the survey and if it needed any modifications. She added that she would compile the results and make any necessary changes before providing the final copy of the survey to staff for reproduction and distribution.

A discussion ensued regarding costs for postage and printing. Ms. Umeda continued to say that she was proposing to have the survey ready to be included in Ms. Burns' newsletter by the

week of October 10, 2005 with a deadline date for the return of the surveys of November 5, 2005.

The Senior Center Board was pleased about the progress of the survey and thanked Ms. Umeda for her contribution to the Senior Center.

- Anniversary Celebration for September 15, 2005

Chair Cooke announced that the anniversary celebration for the Senior Center would be incorporated with the 35th Anniversary for the City of Loma Linda to be held on Tuesday, September 27, 2005 in the lobby of the Civic Center. Director Woldruff suggested that the Board plan on having a more significant celebration on the 5th Anniversary of the Center.

- Wednesday afternoon movies

Chair Cooke reported that the movies had been suspended for the months of August and September and added that there had been inquiries as to when the movies would return to the schedule. It was the consensus of the Board that the movies should resume in October.

Ms. Larabie informed the Board that she had received a proposal from Mr. Doug Goodman for the donation of a Lifecycle exercise machine. The Board discussed the issue of liability and directed Ms. Larabie to thank the donor but that the Board would not accept the donation because of liability issues.

Motion by Digneo, seconded by Samuels, and unanimously carried to send a response to Mr. Goodman thanking him for his generous offer but the Board was declining his donation.

Adjournment

Motion by Digneo, seconded by Koh, and unanimously carried to adjourn the meeting.

The meeting was adjourned at 4:56 p.m.

Minutes were approved at the October 18, 2005.

Administrative Secretary